

## **INVESTIGATOR (PUBLIC DEFENDER)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is specialized work in the Office of the Public Defender. The incumbent is responsible for establishing the eligibility of defendants for Public Defender services, the investigation of crimes and crime scenes, interviewing defendants and witnesses, gathering evidence, presenting findings and recommendations including the writing of reports, and testifying in court. Work is performed under prescribed practices and procedures in the office, but some leeway is allowed to adapt investigations to the specific needs of a case. Supervision is received from the Chief Investigator, Public Defender or designee. Guidance and direction on a specific case is received from the attorney assigned to the case. Supervision is not a normal function of this position. Evening work and other than normal work schedules can be expected in this position.

### **TYPICAL WORK ACTIVITIES:**

1. Conducts criminal investigations, including interviewing defendants, prospective witnesses and suspects, checking criminal histories, reviewing police and arrest records and related legal documents, and establishing facts surrounding each case;
2. Investigates crime scenes, including taking photographs, preparing charts and diagrams, and obtaining, securing and preserving evidence;
3. Maintains all records and documentation on investigations and prepares summaries or reports on results;
4. Interviews defendants and collects necessary financial and other documentation for defendants to establish indigent status and eligibility for Public Defender services;
5. Assists attorneys in the preparation for and trial of criminal cases;
6. Maintains contacts with witnesses and family of defendants, and ensures appropriate attendance at hearings and trials;
7. Serves legal papers, including subpoenas and court orders;
8. Maintains confidentiality of records and information related to cases and investigations;
9. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of techniques and procedures in conducting criminal investigations; good knowledge of laws governing arrests, rules of evidence and court procedures; good knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form; good knowledge of investigative interviewing techniques; skill in conducting criminal investigations; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations; ability to communicate effectively, both orally and in writing; ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts, informants, and accused and convicted criminals; ability to operate a computer; ability to remain calm and act effectively in tense and potentially dangerous situations; keenness of observation; integrity; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**INVESTIGATOR (PUBLIC DEFENDER) (Cont'd)**

**MINIMUM QUALIFICATIONS:**

- EITHER:        (A)      Graduation from a regionally accredited or N.Y.S. registered college or university with a Bachelor's degree in Criminal Justice, Criminology, Police Science or a closely related field and one (1) year of full-time paid experience in conducting criminal investigations, fraud investigations, employment background investigations or investigative reporting or similar full-time paid work experience;
- OR:              (B)      Graduation from a regionally accredited or N.Y.S. registered college or university with a Bachelor's degree and two (2) years of full-time paid experience as stated in (A) above;
- OR:              (C)      Completion of two years (60 credit hours) at a regionally accredited or N.Y.S. registered college or university and four (4) years of full-time experience as stated in (A) above;
- OR:              (D)      An equivalent combination of training and experience within the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS FOR APPOINTMENT:**

1. Possession of a valid driver's license.
2. The successful completion of a criminal background investigation.

PS9204

ADOPTED:    11/13/87

REVISED:    02/09/90            07/01/91            04/19/96            04/21/03